



**King County**  
**HEALTH CARE (NURSE'S) ASSISTANT**  
**DEPARTMENT OF ADULT & JUVENILE DETENTION – JUVENILE DIVISION**

**Hourly Rate Range: \$14.26 - \$18.07**

**Job Announcement: 03RM3766**

**OPEN: 5/24/04**

**CLOSE: Open Until Filled**

**WHO MAY APPLY:** This career service position is open concurrently to all King County career service, at-will/temporary employees and the public. The current vacancy is part-time (50%); however, list established may be used to fill full and part-time vacancies as they occur.

**WHERE TO APPLY:** Required forms and materials must be submitted to the King County Department of Adult & Juvenile Detention (DAJD), Human Resources Division. Applications may be mailed or dropped off, however, please note that mail and drop off addresses are different. **Mailing Address:** KC DAJD Human Resources, 500 Fifth Avenue (M/S: KCF-AD-0600), Seattle, WA 98104. **Drop Off Location:** KC DAJD Human Resources, King County Courthouse, 516 Third Avenue, Room E-245, Seattle, WA. **Application materials must be received or postmarked by 4:30 p.m. on the closing date.** Applications not received at the locations specified above may not be processed. Questions regarding this position may be directed to Boni Robinson, Juvenile Division Health Services, at 206-205-9507.

**FORMS AND MATERIALS REQUIRED:** [King County application form and applicant data sheet](http://www.metrokc.gov/ohrm/jobs/JobApplications.html) that can be found at <http://www.metrokc.gov/ohrm/jobs/JobApplications.html> ; plus, completed supplemental questionnaire accompanying this announcement.

**WORK LOCATION:** KC DAJD Juvenile Division, 1211 E. Alder, Seattle, WA 98122.

**WORK SCHEDULE:** Current part-time vacancy (50%) is Day Shift: 7:00 a.m. to 3:00 p.m., Friday, Saturday and Alternating Sunday's. List established may be used to fill full and part-time vacancies.

**PRIMARY JOB DUTIES INCLUDE:** Employees occupying these positions assist the Staff Nurse in providing health services to detained youth who may have a wide variety of physical, mental health, and behavioral issues. These positions are assigned to the Health Clinic within the secure detention perimeter.

**Essential Functions:**

- Perform initial health, drug/alcohol, and mental health screens on incoming youth, including urine screen and vital signs.
- Interfaces with RN, other providers and Mental Health regarding health/mental health needs of detained youth.
- Provides nursing assistant level care and services to youth as directed by RN, other providers and Mental Health. This includes distribution of meals.
- Monitors youth housed in the Infirmary and documents behavior on appropriate forms.
- Calls youth to Clinic from sick-call list and/or as directed by RN/providers/mental health.
- Prepares new charts for new admissions and files reports, exams, etc. in medical records.
- Performs inventory of medical supplies in exam rooms and lab, orders supplies and stocks examination rooms.
- Maintains accurate records, charts, logs, and answers phones.
- Interfaces with Detention Officers assigned to Health Clinic to ensure youth housed in Infirmary are monitored and flow of youth to and from the clinic is managed.
- Maintains confidentiality of all patient related information.

**MINIMUM QUALIFICATIONS:** One year of full time nursing assistant work experience in an inpatient environment. Certified Nursing Assistants preferred.

**NECESSARY SPECIAL REQUIREMENTS:** Finalists must pass a thorough background investigation, polygraph and physical examination. Completion of a probationary period is required prior to obtaining regular status.

**UNION MEMBERSHIP:** Juvenile Detention Guild

**CLASS CODE: 1330**

**DAJD JUVENILE DIVISION - HEALTH CARE (NURSE'S) ASSISTANT  
SUPPLEMENTAL QUESTIONNAIRE**

Please check type of position you are interested in: ☐ FULL-TIME ☐ PART-TIME (Specify % below)  
☐ PER DIEM (On Call) ☐ 75% ☐ 50%

Are you certified as a Health Care (Nurse's) Assistant in the State of Washington? ☐ Yes ☐ No

Do you have one year of full-time nursing assistant work experience in an inpatient environment? ☐ Yes ☐ No

Specify nurse assistant employment experience: Attach additional sheets if necessary, following same format.

**A. Employers Name/  
Address:** \_\_\_\_\_

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_ Hrs worked/wk \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**B. Employers  
Name/Address:** \_\_\_\_\_

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_ Hrs worked/wk \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**C. Employers  
Name/Address:** \_\_\_\_\_

Dates of employment: \_\_\_\_\_ to \_\_\_\_\_ Hrs worked/wk \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Rate your work experience from 0 to 5 in each of the essential job functions outlined below. Indicate your rating in the space provided next to each item. (4 indicates full competency, journey level with at least three years of full-time work experience; 5 indicates that you would be able to lead training in this area.)

Perform initial health screen and mental health screen on incoming youth, including screen and vital signs.

Monitor youth on suicide/mental health levels and document.

Interface with providers regarding youth health and mental health needs.

Monitor sick call list and flow of youth to and from clinic.

Prepare new charts and files, and monitor medical records, including requests for information.

Inventory and order clinic supplies and stock examination rooms.

Maintain accurate records; chart, log, and answer phones.

**I attest that all the above statements are true and correct, and understand that all information relating to my employment and education will be verified prior to employment.**

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_